

U.S. Bankruptcy Court - Western District of Wisconsin  
**CM/ECF - Limited Use Participant Training Exercise**

Training Case No.: [refer to email or sticker/card handed out in class] \_\_\_\_\_

- Step 1 Complete and forward registration materials to Madison or Eau Claire (addresses listed on registration forms). See Registration/Training Classes: [http://www.wiwb.uscourts.gov/bankruptcy/training\\_classes.htm](http://www.wiwb.uscourts.gov/bankruptcy/training_classes.htm)
- Step 2 You will be contacted by court for onsite training or emailed a training login/password.
- Step 3 Completed the following Limited Use Participant Training Exercise.
- Step 4 Create document(s) using bankruptcy software/word processor and convert to pdf. Contact vendor for questions or refer to Electronic Case Filing Users' Manual > PDF Document Basics at:  
[http://www.wiwb.uscourts.gov/bankruptcy/webhelp/ecf\\_atty\\_manual.htm](http://www.wiwb.uscourts.gov/bankruptcy/webhelp/ecf_atty_manual.htm)
- Step 5 Open browser (e.g., Netscape Navigator, Internet Explorer) and access training site by entering: <https://ecf-train.wiwb.uscourts.gov>.
- Step 6 Click on Western District of Wisconsin Training - Document Filing System.
- Step 7 At the ECF/PACER Login screen, enter assigned training login and password (refer to email or sticker/card handed out in class); skip client code, click on Login.
- Step 8 Click on On-line CM-ECF user's guide, then click on Filing Documents - Limited Use Participants. This will open another window to display the Electronic Case Filing Users' Manual to assist you in completing the exercise.
- Step 9 After completing the following exercise in its entirety using the assigned training case number, **reply to Trainer's e-mail (preferable)** or call:  
 Eau Claire: Monica or Susan at 715-839-2980, Ext. 114 or 115 or Help Desk at 800-373-8708.  
 Madison: Kathleen, Jolene, or Terry at 608-264-5178 or Help Desk at 800-373-8708.

| Filing Date  | Docket # | Event Type   | Docket Text   |
|--------------|----------|--|---|
| today's date | —        | Bankruptcy ><br>Creditor Claim Actions><br>Creditor Request for Notices                              | Creditor Request for Notices Filed by <b>[Add Your Name/Company Name as Creditor]</b> . (EC or Madison_Creditor)  |
| today's date | —        | Bankruptcy ><br>File Claims >  | <b>Notice of Electronic Claims Filing includes: Case Name, Case Number, Creditor Name, Claim Number, and Total Amount Claimed</b>   |
| today's date | —        | Bankruptcy ><br>Claim Actions ><br>Assignment/Transfer of Claim                                      | Assignment/Transfer of Claim. Transfer Agreement [text will show what type you selected] Transferors: <b>[Your Name/Company Name as Creditor]</b> (Claim No. ____, Amount \$ _____) To [Name of Creditor/Transferee] Filed by [Your Name/Company as Creditor]. (EC or Madison_Creditor)         |
| today's date | —        | Bankruptcy ><br>Claim Actions ><br>Expungement/<br>Withdrawal of Claim Or<br>Letter Satisfying Claim | Expungement/Withdrawal of Claim:, Claim Number Filed by <b>[Your Name/Company Name as Creditor expunging/withdrawing/satisfying claim]</b> . (EC or Madison_Creditor)   |
| today's date | —        | Bankruptcy ><br>Creditor Claim Actions><br>Reaffirmation<br>Agreement w/atty<br>declaration          | Reaffirmation Agreement Between Debtor and <b>[enter Your Name/Company Name as Creditor with whom debtor is reaffirming debt]</b> . (EC or Madison_Creditor)<br><br><b>NOTE: When debtor is represented by counsel, choose one with Attorney Declaration, which debtor's counsel must sign.</b> |